

**CALIFORNIA STATE BOARD OF EQUALIZATION**  
**External Affairs Department**  
**Communications Office/Document Translations**

**JOB TITLE:** Document Translations Student Intern

**JOB REQUIREMENTS:** Excellent bilingual skills. Ability to translate, write, and type in one of the following non-English languages: Chinese, Korean, Spanish or Vietnamese.

**SPRING SEMESTER:** January to May; may include summer schedule of June through August. Flexible hours based upon students schedule (5 to 15 hours per week).

**STATEMENT OF DUTIES:** Part-time, temporary support position for the Document Translations Section. Intern will translate and review written documents from English to non-english language as noted above in Job Requirements. Intern will type translations and edit documents translated by others. Intern will also perform clerical duties as needed to support section.

**SUPERVISION RECEIVED:** Direct supervision from the Staff Services Manager and Information Officer II.

**SUPERVISION EXERCISED:** None.

**TYPICAL WORKING CONDITIONS:** Intern may telecommute, utilizing personal computer and come to office one day per week. State building is an enclosed office area with modular furniture in a smoke-free environment. Must be willing to work in a high-rise building, office is located on the 23<sup>rd</sup> floor.

**ESSENTIAL FUNCTIONS**

90% Translate all manner of written materials from English to target language. Proofread the work of other translators and make corrections/suggestions.

10% Assists in typical clerical duties including filing, ordering supplies and phones.

Please email your resume to [lou.bender@boe.ca.gov](mailto:lou.bender@boe.ca.gov)

Or US mail to:

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